



the grainery church

POSITION DESCRIPTION

Position Information	
Job title: Creative Administrator	Reports to: Associate/ Creative Pastor
Team: Creative	One up Manager: N/A
Job Description <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated	Date created: December 2020
Key Relationships: <ul style="list-style-type: none">• Associate/ Creative Pastor• Assistant Creative Pastor• Creative Team	Hours per week: 7.6 hours (1 day)

Primary Purpose
The Creative Administrator is responsible in supporting the Associate/ Creative Pastor in all areas of administration.
Key Accountabilities
Support the Associate Pastor in all areas of administration in the following areas: <ul style="list-style-type: none">• Creative Team<ul style="list-style-type: none">- Support with elements of Team Rostering, registering and follow-up.- Support with Safe Church training for volunteers and overseeing accurate database of compliance.• Prayer and Worship Wednesdays• Celebration team• Men's Ministry• Other Events – i.e. GLS, Weddings• Leadership Team

Job Specific Skills, Knowledge & Qualifications, Experience	
Skills	Essential: <ul style="list-style-type: none">• Effective communication• Ability to work effectively within a team• Creative thinking and problem-solving ability• Strong interpersonal skills in order to develop and manage relationships with internal staff• Ability to work productively to deadlines within a team environment

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Experience	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience and involvement in Creative Team • Previous Administrative experience
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Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to The Grainery Church and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of The Grainery Church.
- At all times act at a high standard of professional behaviour.
- Not act, or be seen to be acting, in conflict with the best interests of the Church.
- Be an active part of whole church events.
- Always strive for clear and reliable communication internally within own ministry, and externally in communicating with all leaders, staff, and other individuals.
- Practice responsible time management.
- Work effectively within teams.
- Strive to complete all weekly tasks, including those extra tasks allocated to you during staff/ ministry specific meetings, and if unable to complete, communication of this is provided to those involved.
- Show respect to all Grainery ministries, always working alongside other ministries towards the greater vision of The Grainery. This includes being respectful of all church resources and room usage.
- Ensure to follow correct administrative and organizational processes, for example working within the church's event calendar; seeking approval for events, rearranging spaces/rooms back to the original state after use.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within your ministry.

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